

# Comparisons of Job Characteristics

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Procurement Clerks (43-3061)**

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 92

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Procurement Clerks (43-3061)**

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	16.1	20.8	>>	Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	13.5	14.7	0	Current knowledge level may be sufficient
Administration and Management	8.4	10.8	5.8	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 88

**Focus Occupation: Office Clerks, General (43-9061)**

**Associated Occupation: Procurement Clerks (43-3061)**

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	14.0	11.5	<	A higher skill level may be required
Critical Thinking	10.8	13.3	8.4	<<	Extensive development of skills in this area may be required
Negotiation	6.8	10.0	6.2	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	5.8	3.4	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 89

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Procurement Clerks (43-3061)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	15.1	12.2	<	Some improvement in abilities may be required
Oral Expression	12.4	14.1	11.6	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.4	10.4	<<	Extensive improvement in abilities may be required
Near Vision	11.1	13.0	10.0	<<	Extensive improvement in abilities may be required
Deductive Reasoning	10.6	12.0	8.5	<<	Extensive improvement in abilities may be required
Information Ordering	9.9	11.8	8.5	<<	Extensive improvement in abilities may be required
Written Expression	9.8	11.8	9.8	<	Some improvement in abilities may be required
Mathematical Reasoning	6.3	8.1	6.7	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 81

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Procurement Clerks (43-3061)

Work Activities	Exclusivity of Activity
Compile data for financial reports	62
Compute financial data	53
Examine documents for completeness, accuracy, or conformance to standards	64
Fill out business or government forms	42
Fill out purchase requisitions	81
Maintain account records	69
Maintain records, reports, or files	5
Manage inventories or supplies	72
Obtain information from individuals	24
Operate calculating devices	81
Use computers to enter, access or retrieve data	3
Use telephone communication techniques	62
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

**Focus Occupation: Office Clerks, General (43-9061)**  
**Associated Occupation: Procurement Clerks (43-3061)**

Tools and Technologies	Exclusivity
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Tools and technology data is unavailable for one or both occupations.	
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Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.